

JOB OPPORTUNITY ANNOUNCEMENT

**HEADQUARTERS
DEFENSE LOGISTICS AGENCY
NONAPPROPRIATED FUNDS**

2005 OPEN CONTINUOUS VACANCY ANNOUNCEMENTS CATEGORY: REGULAR FULL TIME, REGULAR PART TIME & FLEXIBLE

Open: January 3, 2005

Close: December 31, 2005

NOTE: Positions may be filled on a Regular Full Time (RFT), Regular Part Time (RPT), or Flexible (FLEX) Appointment work schedules. You must indicate on your Application for Nonappropriated Fund Employment (NAF), DA Form 3433 and 3433-1, the title and/or vacancy announcement number of the position for which you are applying and the category of employment you are willing to accept (RFT, RPT, and/or FLEX).

LOCAL BACKGROUND CHECKS WILL BE PROCESSED FOR ALL POSITIONS

LOCATION(S): DDSP – New Cumberland, Mechanicsburg and Fort Indiantown Gap, PA

001-05 **Cook, NA-7404-04, New Cumberland/Fort Indiantown Gap, \$8.87 per hr**
Mechanicsburg, \$8.68 per hr

Performs a wide variety of simple cooking tasks. Season food and arrange food on plates. Under close supervision, cooks a variety of dishes. Operates a variety of kitchen equipment that utilizes gas, electricity, steam or microwave heat sources. **May be required to work at other sites. Qualifications:** Completion of High School or equivalent. Creditable job-related experience may be substituted for the education requirement on 9-months for 9-months basis. Six months of progressively responsible general experience, plus a minimum of 9 months of specialized experience in a food service activity.

002-05 **Food and Beverage Attendant, NA-7401-03, New Cumberland/Fort Indiantown Gap, \$8.15 per hr**
Mechanicsburg, \$7.98 per hr

Collects sales slips, total sales on cash register, accepts payment from patrons and makes change as necessary. Maintains related cash records. Keeps work area clean and orderly. Sets up food service counters and steam tables with hot and cold foods and beverages. Prepares coffee and hot water for tea, fills beverage dispensers with juices and soft drinks. Sets tables, seat guests, records guest selections and turns in orders to the kitchen. Serves food, alcoholic and nonalcoholic beverages. Cleans tables and immediate area. Prepares fruits, vegetables, and simple sandwiches. Portions out food, cleans and prepares meats and seafood for cooking. Monitors food to prevent over cooking. Operates light powered kitchen machines. Performs a variety of unskilled manual tasks in order to support a food preparation, serving or dishwashing activity. Ensure product deliveries are placed in proper storage and use areas, stock product and supplies to work areas. **Skills and Knowledge:** Able to work alone and safely, serve uniform individual portions and avoid distractions when several guests ask for different items at the same time. Able to use simple arithmetic. Know proper use of special cleaning and sanitizing solutions. Know simple food handling techniques. **Qualifications:** Be able to work independently, make correct change. Read and write English sufficient to read recipes and complete required reports. Actively bend, stoop, reach, and work in awkward positions. Lift and carry items weighing up to 40 pounds. Be 21 years of age at time of appointment.

003-05 **Food Service Worker, NA-7408-02, New Cumberland/Fort Indiantown Gap, \$7.48 per hr**
Mechanicsburg \$7.52 per hr

Performs a variety of routine manual tasks in a kitchen or dining area following established procedures. Sets up cafeteria lines, steam-tables, dining room tables, and side service stands with hot and cold food items, including meats, vegetables, salads, desserts, bread, butter and beverages; replenishes as necessary. Removes dishes and trays from tables after meals.

Washes tables and counters. Prepares food by sorting, washing, peeling, and cutting fresh fruit and vegetables. Operates, break downs, and cleans all equipment assigned to the area for food preparation. Clean kitchen equipment such as worktables, sinks and refrigerators. Separates food waste and trash from dishes, glasses, silverware. Loads and operate dishwashers. Stores cleaned dishes, glasses and silverware. Vacuums and shampoos carpets; sweeps and mops kitchen floors. Cleans windows and washes walls. Cleans and sanitizes trash cans; disposes of trash. **Qualifications:** Must have skill and knowledge to perform tasks involving several procedures and be able to concentrate on work assignments despite interruptions and distractions. Must know basic food handling techniques, personal hygiene standards and safe work procedures. Must have the ability to read and understand written material. Frequently lifts and moves items weighing up to 40 pounds. Subject to continuous standing and walking and frequent stooping, reaching, pushing, pulling and bending. May be required to work on ladders and use powered cleaning equipment.

004-05 **Food Service Worker, NA-7408-01, New Cumberland/Fort Indiantown Gap, \$6.90 per hr**
Mechanicsburg, \$6.91 per hr

Performs a variety of routine tasks in a kitchen or dining area following established procedures. Sets up glasses, silverware, dishes, trays, napkins, condiments, and cold menu items such as salads, desserts, bread and cold beverages on a serving line or tables. Removes dishes and trays from tables after meals. Washes tables and counters. Cleans windows and washes walls. Cleans and sanitizes trash cans; disposes of trash. **Qualifications:** No work experience required. Light to moderate physical effort is required. Lifts and moves items weighing up to 20 pounds. Subject to continuous standing and walking and frequent stooping, reaching, pushing, pulling and bending.

005-05 **Cook, NA-7404-06, New Cumberland/Fort Indiantown Gap, \$10.22 per hr**
Mechanicsburg, \$10.07 per hr

Prepares and cooks a variety of menu items. Working alone or with the assistance of a high-grade cook or supervisor, prepares a variety of foods and desserts according to menu requirements. Follows recipes to prepare items such as soups, stews, casseroles, gravies, sauces, hot cereals, syrups, meatloaf, meatballs, hamburgers and croquettes. Adjusts recipes for larger or smaller quantities. Roasts a variety of meats such as beef, pork, veal, lamb, fish and poultry. Grills and deep fry's foods. Broils and steams foods. Slices meat by hand and by mechanical means to specific requirements. Apportions foods for family style serving as well as for plate service. Prepares vegetables and cold food platters. Make a variety of salads and salad dressings. Make sandwiches. Prepares eggs in a variety of ways. French toast, pancakes, crepes coffee, tea and fruit drinks. Follows health and safety precautions to ensure safe preparation and storage of food items. Monitors and maintains appropriate temperature of all food items throughout preparation and service. Brings prepared foods from preparation area to refrigerators or serving area. Picks up items needed for menu preparation, rotating food inventories as appropriate. Takes inventory to determine ordering requirements. Loads hot foods in carts. Sets up and serves food as necessary. Check food for appropriate preparation, temperature and packaging. Operates kitchen equipment designed to mix and cook food items. Uses, cleans and maintains power kitchen equipment. Keeps cooking utensils cleaned and ready for use. Keeps working area clean in accordance with standard sanitation requirements. Maintains personal hygiene. **Qualifications:** Basic knowledge of food preparation and practical understanding of the physical processes that occur in cooking. Knowledge of proper cooking temperatures and preparation methods for a variety of foods. Ability to schedule and coordinate preparation of a number of different foods in order to ensure that they are ready for service at the appropriate mealtime. Skill in carving, preparing garnishes and assembling attractive platters, salads and other food presentations.

006-05 **Bartender, NA-7405-03, New Cumberland/Fort Indiantown Gap, \$8.15 per hr**
Mechanicsburg, \$7.98 per hr

Sets up bars for operation, obtains cash bank and stocks service bar. Assures an adequate stock level is maintained; sets up storeroom and work to permit easy access to stock items. Prepares a limited variety of simple alcoholic beverages as requested by patrons and wait staff. Records sales and makes change or prepares charge slips. Keeps bar and work area clean and sanitary. Identifies persons who become unruly or who appear intoxicated, resolves the problem or seeks assistance in accordance with established procedures. Skill in mixing drinks using alcoholic beverages, beer and soda. Routine work is performed without close supervision. Stands for prolonged periods. Work is primarily indoors. Exposed to cuts and bruises. **Qualifications:** Candidates must be 21 years of age at time of appointment, be able to lift and carry weights up to 20 pounds, Possess math skills necessary to calculate patron bills and take inventory, Skill in mixing and serving alcoholic and nonalcoholic beverages

007-05 **Bar Assistant, NA-7405-01, New Cumberland/Fort Indiantown Gap, \$6.90 per hr**
Mechanicsburg, \$6.91 per hr

*Sets up bars with beverages and condiments prior to opening the bar. Cleans equipment, glasses and utensils and the bar area. Replenishes supplies and disposes of waste materials. Unloads and stacks supplies for storage. **Qualifications:** No work experience required. Must be able to lift and carry weights up to 40 pounds.*

008-05 **Waiter/Waitress (Trainee), NA-7420-01, New Cumberland, Fort Indiantown Gap, \$6.90 per hr**
Mechanicsburg, \$6.91 per hr
Waiter, NA-7420-02, New Cumberland, Fort Indiantown Gap, \$7.48 per hr
Mechanicsburg, \$7.52 per hr

*Sets up tables, including linen, glasses, silverware, candles, etc. Serves food and beverage to order. Receives guests, presents menus, takes orders, secures food from kitchen and serves guests. Present checks to guests after meals. Some positions require taking orders for alcoholic beverages. **Qualifications:** No work experience required. Employees handling alcoholic beverages must be at least 18 years of age. Six months work experience required in order to at Waiter, NA-7420-02 level.*

009-05 **Cashier/Checker, NF-2091-01, New Cumberland/Fort Indiantown Gap, \$7-\$9 per hr**
Mechanicsburg, \$7-9 per hr

*Operates cash register and performs various related duties. Checks patron's meal tray, rings sales on cash register, collects money and makes change. Stocks supplies (cups, napkins, silverware, etc). Prepares required paperwork. Keeps work area clean and ready for inspections. May be required to work at other sites. **Qualifications:** Must be able to operate a cash register, and have the ability to add, subtract, multiply and divide at a level necessary to complete reports.*

010-05 **Laborer, NA-3502-01/02, New Cumberland/Fort Indiantown Gap, \$6.90-\$7.48 per hr**
Mechanicsburg, \$6.91-\$7.52 per hr

*Vacuums, cleans rugs and drapes. Moves heavy items of furniture and office equipment. Washes and cleans windows inside and outside of building using stepladders, extension ladder, scaffolds, and safety belts. Operates, adjusts blades, cleans and oils mowers. Cuts trees using ax or chainsaw. Makes minor repairs of outdoor facilities requiring use of heavy power equipment and heavy tools. Loads and unloads trucks and boxcars. Operates various hand and power equipment. Some positions may require operating vehicles such as a golf cart, car or truck. **Qualifications:** Three-six months of laboring experience required. Must be able to use, control and clean tools and power equipment. Must be able to follow oral/written instructions.*

011-05 **Custodial Worker, NA-7420-02, New Cumberland/Fort Indiantown Gap, \$7.48 per hr**
Mechanicsburg, \$7.52 per hr

*Sweeps floors, hallways and stairways. Mops, scrubs, strips, waxes and polishes floor surfaces using standard equipment. Cleans rooms, dusts, distribute clean linen and collect dirty linen. **Qualifications:** Three months experience required.*

012-05 **Child & Youth Program Assistant, CC-1702-01/Child Development Center, School Age & Youth Services, New Cumberland, \$9.64 per hr**

*Interacts with children in a variety of indoor/outdoor activities. **Qualifications:** High School Diploma or Equivalent; 18 years of age at time of appointment; physically able to lift 40 pounds, walk, bend, stoop and stand on a routine basis; ability to communicate in English (verbal and written); possess and maintain health and freedom from communicable disease.*

013-05 **Vending Machine Repairer/Attendant, NA-4820-06, New Cumberland, \$10.22 per hr**
Mechanicsburg, \$10.07 per hr

*Services vending machines and related equipment. Determines malfunctions and repairs parts. Replenishes merchandise and maintains appropriate records. Transfers money from coin boxes to moneybags. Operates a motor vehicle to transport merchandise and tools. **Qualifications:** Must have 15 months experience in the maintenance and repair of machines. Successful completion of technical or vocational training in mechanics repair or automotive mechanics may be substituted for experience requirements. Experience or training must demonstrate ability to perform noncomplex repair, disassembly, troubleshoot and overhaul tasks. Must have a valid driver's license.*

014-05 **Recreation Aid, NF-0189-01, New Cumberland/Fort Indiantown Gap, \$6.25-\$8.00 per hr**
Mechanicsburg, \$6.25-\$8.00 per hr

*Issues tools, equipment and games to authorized customers, checking identification and collecting fees when appropriate. Receives returned items inspecting for obvious damage and missing parts. In a recreation facility assists in directing patrons, scheduling the use of courts, lanes and equipment. Checks inventories and supplies. Participates in and directs games and social events. Decorates party rooms and maintains the cleanliness of assigned work areas. **Qualifications:** Must be 18 years of age in Youth Services and Fitness Facilities only. Must be able to communicate in English.*

015-05 **Recreation Assistant, NF-0189-02, New Cumberland/Fort Indiantown Gap, \$7.50 per hr**
Mechanicsburg, \$7.50 per hr

*In a patron usage facility, circulates among patrons to assure service is satisfactory; receives and resolves customer complaints. Provides information and general instructions on the use of equipment, facilities and machinery. Assists patrons in use of the facility by checking out equipment, providing safety instruction, demonstrating new equipment, teaching lessons, etc. Plans, conducts, publicizes and arranges support for special events, social activities, tournaments and related functions. May provide work guidance to other staff. **Qualifications:** Work experience which involved with dealing with the general public.*

016-05 **Lifeguard, NF-0189-01, Fort Indiantown Gap, \$8.10 per hr**

*Performs lifeguard duties. Rescues swimmers and administers First Aid as required. Ensures safety rules are followed. Assists in maintaining the pool. **Qualifications:** Current Red Cross Lifeguard Training/Community First Aid. Current CPR for the Professional Rescuer. Physical suitability for a strenuous and stressful position. **Copies of current certificates must accompany application/resume.***

ELIGIBILITY AND AREA OF CONSIDERATION: Applicants who apply and who are determined to meet qualification requirements. Applications will be accepted from current Non-appropriated Fund employees serviced by this office. In the absence of sufficient well-qualified candidates from this source, applicants with prior DA Non-appropriated Fund employment, eligible employees from other Non-appropriated Fund instrumentalities, and outside applicants from all sources.

VACANCY ANNOUNCEMENT NUMBER 001-05 THROUGH 016-05 ARE OPEN, CONTINUOUS ANNOUNCEMENTS. ALL REQUESTS FOR RECRUITMENT FOR THESE POSITIONS WILL BE FILLED BY THE APPLICATION SUBMITTED FOR THESE ANNOUNCEMENTS. PERIODIC CUT-OFF DATES WILL BE ESTABLISHED. APPLICATIONS WILL REMAIN ACTIVE FOR A PERIOD OF ONE YEAR FROM DATE OF SUBMISSION.

EMPLOYMENT PREFERENCE: (1) **Military Spouses:** Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, and Reservist and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spousal preference and a copy of the sponsor's Permanent Change of Station (PCS) orders with the application for a position. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. (2) **Involuntarily Separated Military Members (ISM):** Preference will be given to eligible members of the Armed Forces and their Family members, who were involuntary, separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214 or DD Form 1173 for Family members, or a copy of official letters from Department of the Army indicating eligibility. (3) **Current and Former Non-appropriated Fund Employees.** (4) **Outside Applicants, Veterans.** (5) **Outside Applicants, Non-Veterans.**

EVALUATION METHODS: Candidates will be rated based on experience and education as applicable to the duties of the position to be filled.

HOW TO APPLY: Submit DA Form 3433 (NAF Application) or Resume. In accordance with the provisions of pertinent Department of Defense (DoD) regulations to select and employ the best candidates available, management reserves the right to fill vacancies by the following methods: Reassignment, promotion, transfer, reinstatement or by new appointment. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

BACKGROUND CHECKS: Installation Records Checks (ICR) is required for all positions. All background checks are a condition of employment for all employees.

EQUAL OPPORTUNITY: Defense Logistics Agency Non-appropriated Funds are Equal Opportunity Employers.

REASONABLE ACCOMMODATION: Defense Logistics Agency Non-appropriated Funds provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case by case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures.

Mail applications to: MWR Office, 2001 Mission Dr, Ste 1, New Cumberland, PA 17070

OR

**DLA, Headquarters
ATTN: NAF PERSONNEL, DES-Q
8725 John J. Kingman Road, Suite 3428
Fort Belvoir, VA 22060-6221
(703) 767-5373/5241**

